Little Seedlings Christian Preschool and Kindergarten

A ministry of
First Saints Community Church
St. Paul's Campus
P.O. Box 2260
Leonardtown, MD 20650
301-475-5050
www.littleseedlings.org
littleseedlings@firstsaints.org

School Year 2023 - 2024

Dear Parents,

We are excited to welcome you to Little Seedlings Christian Preschool and Kindergarten's 2023-2024 school year! I will be keeping in touch with you by email as we prepare for the first day of school! Please review the following information and enclosed forms. If you have any questions, don't hesitate to contact me.

Forms Required by Maryland State Department of Education – Early Childcare Division:

Health Inventory - Doctors MUST complete the lead screening section which requires a blood test. Please read the form carefully and have your child's doctor read the Blood Lead Testing Certificate Page and complete fully.

Immunization Record – All immunizations must be up to date. The Doctor's office can give you a copy of their record or a computer generated report. I've included a copy of the current immunizations requirements for your information. If your student is on a delayed immunization schedule or you have a religious objection, this must be clearly indicated on the Health Inventory form.

Emergency Form – Please be sure to have at least one emergency contact person. It's also important that we have your child's doctor's name, address and phone number on the Emergency Contact Form.

Forms Required by Little Seedlings:

Child Pick-Up to include all adults who have permission to pick your student up from school.

Allergies/Photo Release/Volunteer Interest Form

At-Enrollment Family Survey

Tuition Agreement

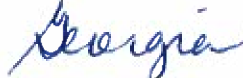
Parent Handbook Receipt

The Little Seedlings Parent Handbook is available on our website at www.littleseedlings.org under the Enrollment tab. Please review and become familiar with the Parent Handbook. We want Preschool and Kindergarten to be a positive spiritual, educational and social experience for your child (and for you). The handbook addresses many questions you may have about our program. I would be happy to discuss any questions you have about the handbook.

Our 2023-2024 Student Forms can be found on our website www.littleseedlings.org on the home page under Preschool and Kindergarten Forms.

The staff at Little Seedlings looks forward to welcoming you and your student(s) to our program. We will be in touch!

God bless,



Georgia Gray,
Director

Please email or mail your forms to Little Seedlings postmarked by August 4th, 2023

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care

CACFP Enrollment: Yes:☐ No:☐

Meals your child will receive while in care:

BK☐ *LN*☐ *SU*☐ *AM Snk*☐ *PM Snk*☐ *Evng Snk*☐

EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

(1) Complete all items on this side of the form. Sign and date where indicated. Please mark "N/A" if an item is not applicable.

(2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name ______________________________ Birth Date ______________
Last First

Enrollment Date ______________ Hours & Days of Expected Attendance ______________

Child's Home Address ______________________________
Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	Contact Information		
		Email:	C: H:	W: Employer:
		Email:	C: H:	W: Employer:

Name of Person Authorized to Pick up Child *(daily)* ______________________________
Last First Relationship to Child

Address ______________________________
Street/Apt. # City State Zip Code

Any Changes/Additional Information ______________________________

____

ANNUAL UPDATES ______________ ______________ ______________ ______________
(Initials/Date) *(Initials/Date)* *(Initials/Date)* *(Initials/Date)*

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name ______________________________ Telephone (H) ______________ (W) ______________
Last First

Address ______________________________
Street/Apt. # City State Zip Code

2. Name ______________________________ Telephone (H) ______________ (W) ______________
Last First

Address ______________________________
Street/Apt. # City State Zip Code

3. Name ______________________________ Telephone (H) ______________ (W) ______________
Last First

Address ______________________________
Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care ______________________________ Telephone ______________

Address ______________________________
Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian ______________________________ Date ______________

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care

INSTRUCTIONS TO PARENT/GUARDIAN:

(1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.

(2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: ______________________________ Date of Birth: ______________

Medical Condition(s): ______________________________

____

Medications currently being taken by your child: ______________________________

____

Date of your child's last tetanus shot: ______________________________

Allergies/Reactions: ______________________________

____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: ______________________________

____

(2) If signs/symptoms appear, do this: ______________________________

(3) To prevent incidents: ______________________________

____

- -

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: ______________________________

____

____

____

COMMENTS: ______________________________

____

____

____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

______________________________ ______________________________

Name of Health Practitioner Date

______________________________ (____) ______________________________

Signature of Health Practitioner Telephone Number

OCC 1214 (Revised 01/2022) - All *previous editions are obsolete.*

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Student Name ______________________

Child Pick-Up

The following individuals have permission to pick up my child from Little Seedlings Christian Preschool and Kindergarten. [Please include your names (Mother's and Father's) also.]

Name	Relationship	Phone No.
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________
____________________	________________	____________

I understand that if someone listed above is unknown to the teaching staff, identification will be required before a child will be released. All individuals should have ID available to present to teachers at dismissal time.

Someone other than those listed above may take a child home ***only*** if we have received written permission from a parent/guardian.

Parent/Guardian Signature ______________________ Date__________

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MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care

HEALTH INVENTORY

Information and Instructions for Parents/Guardians

REQUIRED INFORMATION

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered, or approved child care or nursery school:

- **A physical examination** by a health care provider per COMAR 13A.15.03.04, 13A.16.03.04, 13A.17.03.04, and 13A.18.03.04. A Physical Examination form designated by the Maryland State Department of Education and the Maryland Department of Health shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02, 13A.17.03.02 and 13A.18.03.02).
- **Evidence of Immunizations.** The immunization certification form (MDH 896) or a printed or a computer-generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at: https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 896.
- **Evidence of Blood-Lead Testing for children younger than 6 years old.** The blood-lead testing certificate (MDH 4620) or another written document signed by a Health Care Practitioner shall be used to meet this requirement. This form can be found at:https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 4620.
- **Medication Administration Authorization Forms.** If the child is receiving any medications or specialized health care services, the parent and health care provider should complete the appropriate Medication Authorization and/or Special Health Care Needs form. These forms can be found at: Select Forms OCC 1216 through OCC 1216D as appropriate. https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms

EXEMPTIONS

Exemptions from a physical examination, immunizations, and Blood-Lead testing are permitted if the parent has an objection based on their bona fide religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner, or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care providers or child care personnel who have a legitimate care responsibility for the child.

INSTRUCTIONS

Part I of this Physical Examination form must be completed by the child's parent or guardian. Part II must be completed by a physician or nurse practitioner, or a copy of the child's physical examination must be attached to this form.

If the child does not have health care insurance or access to a health care provider, or if the child requires an individualized health care plan, contact the local Health Department. Information on how to contact the local Health Department can be found here: https://health.maryland.gov/Pages/Home.aspx#

The Child Care Scholarship (CCS) Program provides financial assistance with child care costs to eligible working families in Maryland. Information on how to apply for the Child Care Scholarship Program can be found here: https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program

PART I - HEALTH ASSESSMENT
To be completed by parent or guardian

Child's Name: ______________________ Last / First / Middle **Birth date:** ________ Mo / Day / Yr **Sex** M☐ F☐

Address: ______________________ Number / Street / Apt# / City / State / Zip

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		W:	C:	H:
		W:	C:	H:

Medical Care Provider	Health Care Specialist	Dental Care Provider	Health Insurance	Last Time Child Seen for
Name:	Name:	Name:	☐ Yes ☐ No	Physical Exam:
Address:	Address:	Address:	Child Care Scholarship	Dental Care:
Phone:	Phone:	Phone:	☐ Yes ☐ No	Specialist:

ASSESSMENT OF CHILD'S HEALTH - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.

	Yes	No	Comments (required for any Yes answer)
Allergies	☐	☐	
Asthma or Breathing	☐	☐	
ADHD	☐	☐	
Autism	☐	☐	
Behavioral or Emotional	☐	☐	
Birth Defect(s)	☐	☐	
Bladder	☐	☐	
Bleeding	☐	☐	
Bowels	☐	☐	
Cerebral Palsy	☐	☐	
Communication	☐	☐	
Developmental Delay	☐	☐	
Diabetes	☐	☐	
Ears or Deafness	☐	☐	
Eyes	☐	☐	
Feeding	☐	☐	
Head Injury	☐	☐	
Heart	☐	☐	
Hospitalization (When, Where, Why)	☐	☐	
Lead Poisoning/Exposure	☐	☐	
Life Threatening Allergic Reactions	☐	☐	
Limits on Physical Activity	☐	☐	
Meningitis	☐	☐	
Mobility-Assistive Devices if any	☐	☐	
Prematurity	☐	☐	
Seizures	☐	☐	
Sensory Disorder	☐	☐	
Sickle Cell Disease	☐	☐	
Speech/Language	☐	☐	
Surgery	☐	☐	
Vision	☐	☐	
Other	☐	☐	

Does your child take medication (prescription or non-prescription) at any time? and/or for ongoing health condition?

☐ No ☐ Yes, If yes, attach the appropriate OCC 1216 form.

Does your child receive any special treatments? (Nebulizer, EPI Pen, Insulin, Blood Sugar check, Nutrition or Behavioral Health Therapy /Counseling etc.) ☐ No ☐ Yes If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan

Does your child require any special procedures? (Urinary Catheterization, Tube feeding, Transfer, Ostomy, Oxygen supplement, etc.)

☐ No ☐ Yes, If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan

I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.

I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

____

Printed Name and Signature of Parent/Guardian — Date

PART II - CHILD HEALTH ASSESSMENT

To be completed *ONLY* by Health Care Provider

Child's Name:			Birth Date:	Sex
Last	First	Middle	Month / Day / Year	M ☐ F☐

1. Does the child named above have a diagnosed medical, developmental, behavioral or any other health condition?
☐ No ☐ Yes, describe:

2. Does the child receive care from a Health Care Specialist/Consultant?
☐ No ☐ Yes, describe

3. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.
☐ No ☐ Yes, describe:

4. Health Assessment Findings

Physical Exam	WNL	ABNL	Not Evaluated	Health Area of Concern	NO	YES	DESCRIBE
Head	☐	☐	☐	Allergies	☐	☐	
Eyes	☐	☐	☐	Asthma	☐	☐	
Ears/Nose/Throat	☐	☐	☐	Attention Deficit/Hyperactivity	☐	☐	
Dental/Mouth	☐	☐	☐	Autism	☐	☐	
Respiratory	☐	☐	☐	Bleeding Disorder	☐	☐	
Cardiac	☐	☐	☐	Diabetes	☐	☐	
Gastrointestinal	☐	☐	☐	Eczema/Skin issues	☐	☐	
Genitourinary	☐	☐	☐	Feeding Device	☐	☐	
Musculoskeletal/orthopedic	☐	☐	☐	Lead Exposure/Elevated Lead	☐	☐	
Neurological	☐	☐	☐	Mobility Device	☐	☐	
Endocrine	☐	☐	☐	Nutrition	☐	☐	
Skin	☐	☐	☐	Physical illness/impairment	☐	☐	
Psychosocial	☐	☐	☐	Respiratory Problems	☐	☐	
Vision	☐	☐	☐	Seizures/Epilepsy	☐	☐	
Speech/Language	☐	☐	☐	Sensory Disorder	☐	☐	
Hematology	☐	☐	☐	Developmental Disorder	☐	☐	
Developmental Milestones	☐	☐	☐	Other:			

REMARKS: (Please explain any abnormal findings.)

5. Measurements	Date	Results/Remarks
Tuberculosis Screening/Test, if indicated		
Blood Pressure		
Height		
Weight		
BMI % tile		
Developmental Screening		

6. Is the child on medication?
☐ No ☐ Yes, indicate medication and diagnosis:
(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).
https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms

7. Should there be any restriction of physical activity in child care?
☐ No ☐ Yes, specify nature and duration of restriction:

8. Are there any dietary restrictions?
☐ No ☐ Yes, specify nature and duration of restriction:

9. **RECORD OF IMMUNIZATIONS** – MDH 896 or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider <u>or</u> a computer generated immunization record must be provided. (This form may be obtained from: https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 896.)

10. **RECORD OF LEAD TESTING** - MDH 4620 or other official document is required to be completed by a health care provider. (This form may be obtained from: https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 4620)

Under Maryland law, all children younger than 6 years old who are enrolled in child care must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the 1st test was done prior to 24 months of age. If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test is required.

Additional Comments: ____________________

Health Care Provider Name (Type or Print):	Phone Number:	Health Care Provider Signature:	Date:

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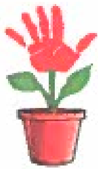

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Allergies

Please inform us if your child has any allergies to a particular food, substance or animal.

__My child,______________________has no known allergies at this time.

__My child,______________________has the following allergies (please list below.

______________________________ ______________________________

______________________________ ______________________________

Parent/Guardian Signature ______________________________ Date__________________

===

Photo Release Form

Little Seedlings Christian Preschool HAS permission to take pictures of my child, ______________________ during preschool activities. I understand that photos of my child may be displayed at school and used for portfolio purposes. Parents will be contacted for individual permission if photos are to be published to promote Little Seedlings Christian Preschool Kindergarten.

Parent/Guardian Signature ______________________________ Date __________________

===

Volunteers Needed

Parent involvement in the classroom can be a wonderful experience for both you and your child. If you are interested in volunteering, please check any of the options below that interest you. Thank you for your help!

_____ Mystery Reader
_____ Assisting with the Scholastic book program, Campbell's Labels for Education
_____ Assisting with class parties
_____ Assisting during special activities (Thanksgiving Feast, Christmas Store, etc)
_____ Assisting with copying and cutting needs
_____ Sharing your occupation, skill or hobby.
Please specify. ____

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At-Enrollment Family Survey

School Year: ______ **School Name:** ________________ **Teacher's Name:** ________________

Child's Name: ________________ **Parent/Guardian Name(s):** ________________

Date: ________________

DIRECTIONS

Please answer the following questions.

ABOUT YOUR CHILD

1. Does your child have a nickname that you would like us to use? If so, what is it?

2. What are your child's favorite activities?

3. Does your child have a favorite toy? If so, what is it?

4. What are your child's greatest strengths?

5. What are your child's biggest challenges?

6. What concerns, if any, do you have about your child?

7. What would you most like us to know about your child?

8. What are your greatest hopes for your child?

9. What, if any, health conditions does your child have that require classroom modifications?

The InvestiGator Club™ Prekindergarten Learning System © Robert-Leslie Publishing

ABOUT YOUR FAMILY

10. Does your child have any siblings? If so, how many and what are their ages?

11. Which family members are particularly involved or important in your child's life?

12. Is there any other important information that you would like us to know about your family? What?

ABOUT THE PREKINDERGARTEN EXPERIENCE

13. Has your child attended school in the past? If so, was the experience a positive one? Explain.

14. What does your child look forward to this school year?

15. What, if anything, is your child nervous about concerning this school year?

16. What do you most want your child to learn this school year?

OVERALL

17. What else would you like us to know? Do you have any questions we can answer for you?

At-Enrollment Family Survey

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I have access to the Parent Handbook and agree to follow all school policies and procedures.

Parent/Guardian Signature ______________________________ Date____________________

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